



Our mission is to protect human health and the environment by regulating pesticide sales and use, and by fostering reduced-risk pest management. DPR has the nations most comprehensive state pesticide regulatory program, recognized internationally for overall excellence and particularly for its scientific rigor.

Office Assistant

California Department of Pesticide Regulation

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Sacramento,
California
95812-4015

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*A Department
of the California
Environmental
Protection
Agency*

**Contact DPRs
Recruiting
Office at:
916/445-3979
for information
about our
application,
exam, and
hiring process
and take the
next step
to joining
the team
dedicated to
protecting people
and the
environment**

What they do:

Office Assistants are an integral part of all Branches of the Department.

Office Assistants learn and perform a variety of general office work encompassing typing, filing and records management; document preparation and review; statistical and other record keeping; cashiering; and ordering and maintaining supplies and equipment, among other duties.

The “general” and “typing” positions are distinguished by the emphasis on the variety of work performed. Positions specified as “general” are required to perform a combination of general office work, but do not require a specific degree of proficiency in any specialized area. “Typing” positions are regularly required to perform typing duties as an essential part of the job and may also include a combination of general office duties.

What you need to qualify:

Minimum qualifications for entry into an Office Assistant position include either one year of experience in California state service performing the duties of Assistant Clerk, or either equivalent to completion of the twelfth grade; or completion of a business school curriculum; or completion of a clerical work experience training program (one year of clerical work experience may be substituted for the required education).

“Typing” positions require a certification for a typing speed of not less than 40 words per minute.

Office Assistant (General)
\$22,152 - \$29,580

Office Assistant (Typing)
\$22,896 – 30,180

